

## WEBSITE PROTOCOL

1. The website will be updated on a weekly or as needed basis. As events arise, articles will be posted either as news articles or in the case of bonspiels, an update of the bonspiel pages.
2. Announcements and events are to be submitted to the Web Master with at least 3 days' notice, with the exception of bonspiels, which can be updated throughout the event. Submissions are to be sent to [gdccwebmaster@shawcable.com](mailto:gdccwebmaster@shawcable.com) in the form of email or Word attachments. Photos are acceptable via email and will be reformatted to fit the web page.
3. Submissions should be factual in nature and suited for viewing by both members and the general public. Please refrain from submitting opinion based information. Information should be of general interest to the entire club and be impartial.
4. League information should include playing times, space availability, contact information including name, phone number and email address.
5. Bonspiel information should include bonspiel title, dates, contacts, price and sponsors.
6. Posting of articles will be on a priority basis first, and first come/first served basis second. Posting will be at the discretion of the Web Master. Articles may be edited for content or space availability.